

972.245 T27

Official Directory

of the

Terre Haute, Ind.

Postoffice for 1904



INDIANA ROOM
PAMPHLET FILE



Globe Printing House
Terry House, Ltd.

Terre Haute Postal service

INDIANA

OFFICIAL DIRECTORY
OF THE
TERRE HAUTE, INDIANA,
POSTOFFICE
FOR 1904.

TERRE HAUTE, IND.:
C. W. BROWN, PRINTER AND BINDER.
1904



EXECUTIVE DIVISION.

Rooms Nos. 1 and 2, first floor.

Office Hours, 8:30 A. M. to 5:00 P. M.

SAMUEL E. GRAY, Postmaster.

JOHN R. PADDOCK, Assistant Postmaster.

Requests for improvements in the service, and complaints which can not be disposed of in other divisions, should be made to the Postmaster's office.

MONEY ORDER DIVISION.

Open from 8 A. M. to 5 P. M.

WILLIAM J. SHEPHERD, Clerk.

Domestic Money Orders—Fees.

Orders on Canada and Cuba are included in domestic orders.

When applying for money orders the printed application forms should be used.

| | | |
|--------------------------------------|------------------|----------|
| For orders for sums not exceeding \$ | 2.50 | 3 cents |
| Over \$ 2.50 and not exceeding | 5.00 | 5 cents |
| Over 5.00 and not exceeding | 10.00 | 8 cents |
| Over 10.00 and not exceeding | 20.00 | 10 cents |
| Over 20.00 and not exceeding | 30.00 | 12 cents |
| Over 30.00 and not exceeding | 40.00 | 15 cents |
| Over 40.00 and not exceeding | 50.00 | 18 cents |
| Over 50.00 and not exceeding | 60.00 | 20 cents |
| Over 60.00 and not exceeding | 75.00 | 25 cents |
| Over 75.00 and not exceeding | 100.00 | 30 cents |

International Money Orders—Fees.

| | | |
|--------------------------------|--------------------|----------|
| For sums not exceeding | \$ 10.00 | 10 cents |
| Over \$10.00 and not exceeding | 20.00 | 20 cents |
| Over 20.00 and not exceeding | 30.00 | 30 cents |
| Over 30.00 and not exceeding | 40.00 | 40 cents |
| Over 40.00 and not exceeding | 50.00 | 50 cents |
| Over 50.00 and not exceeding | 60.00 | 60 cents |
| Over 60.00 and not exceeding | 70.00 | 70 cents |
| Over 70.00 and not exceeding | 80.00 | 80 cents |
| Over 80.00 and not exceeding | 90.00 | 90 cents |
| Over 90.00 and not exceeding | 100.00 | 1.00 |

Limit of Amount of Single Orders.

A single money order may include any amount from one cent to one hundred dollars, inclusive, except when payable at Great Britain and Ireland, Cape Colony or Jamaica, in which case the limit is \$50.00; but must not contain a fractional part of a cent.

Payment of Orders.

Every person who applies for payment of a money order is required to prove his identity, unless the applicant is known to be the rightful owner of the order.

The payee of a money order may, by his written endorsement thereon, direct it to be paid to any person whom he may designate.

REGISTRY DIVISION.

Open from 7:00 A. M. to 7:30 P. M.

JEREMIAN J. WALSH, JOSEPH W. BURR, Clerks.

The object of the registry system is the safe transmission and accurate delivery of all matter entrusted to its care.

Any article of the first, second, third or fourth-class of mail matter may be registered at any postoffice in the United States.

Every letter presented for registration must first be fully and legibly addressed and securely sealed by the sender, and all letters and other articles must also have the name and address of the sender endorsed thereon in writing or print before they can be registered.

Postmasters and their employes are forbidden to address a registered letter or package for the sender, to place contents therein, or to seal it, or to affix the stamps thereto; this must in all cases be done by the sender. Registered mail matter can only be delivered to the addressees or on their written order. All persons calling for registered matter should be prepared to furnish reasonable proof of their identity, as it is impossible otherwise, at large postoffices, to guard against fraud.

A return receipt, signed by the addressee and showing delivery, is returned to the sender of each domestic registered letter or parcel, for which there is no extra charge.



Domestic Registration.

The fee on registered matter, domestic, is Eight Cents for each letter or parcel, to be affixed stamps, in addition to the postage. Full prepayment of postage and fee is required. Two or more letters or parcels addressed to or intended for, the same person cannot be tied or otherwise fastened together and registered as one.

Foreign Registration.

Foreign matter is subject to the same regulations as for domestic matter, except that the sender of the registered article may obtain assurance of its receipt by the person addressed only by endorsing it with the words "Return receipt requested."

The placing of eight cents in stamps, in addition to the postage, on a package or letter, does not register it. All matter must be presented at the Registry office or to Carrier so that it may be entered and a receipt given therefor.

Registered Letter Indemnity.

"Owners of first-class registered matter shall be indemnified for losses thereof in the mails, the indemnity to be paid out of the postal revenues, but in no case to exceed twenty-five dollars for any one registered piece, or the actual value thereof when that is less than twenty-five dollars.

It is recommended that senders of registered letters write their names across the sealed flaps of envelopes, or seal with wax.

STAMP DIVISION.

Open from 7:00 A. M. to 7:30 P. M.

KATHARINE L. CRAWFORD, ELLA E. HOFFMANN, Clerks.

Special request envelopes should be ordered here.

Special request envelopes must be purchased of and ordered of the Postmaster, and will only be delivered by the Department to the purchaser through the Postmaster.

When stamped envelopes, bearing a return request, are purchased in lots of 500 and upwards, the Government will print on them the card of the sender, containing the name and address, free of charge.

It takes sixteen days from the day order is given to receive special request envelopes.

DOMESTIC RATES OF POSTAGE.

First Class—Letters, sealed packages and all other matter closed against inspection, postage 2 cents each ounce or fraction thereof; weight, no limit. Postal cards and Private mailing cards, 1 cent each.

Second Class—Newspaper and periodical publications that have been entered as second class matter, 1 cent per pound or fraction thereof. When mailed by persons other than publishers, 1 cent for 4 ounces or fraction thereof; weight, no limit.

Third Class—Circulars, books and matter wholly in print, engravings, lithographs, wood-cuts, photographs, (checks, deeds, insurance policies) in blank, etc., proof with manuscript accompanying same, matter reproduced by cyclostyle, hectograph, mimeograph, electric pen, or other similar process easy of recognition, when not in the nature of personal correspondence; seeds, bulbs, roots, scions and plants; visiting cards and business cards, 1 cent for each two ounces or fraction thereof; weight limit, four pounds (except for single volumes of books—no limit.)

Fourth Class—Merchandise and matter not included in any of above classes, which is not in its form or nature liable to de-

stroy or damage the contents of the mail-bag, or harm persons engaged in the mail service, 1 cent for each ounce or fraction thereof; weight limit, 4 pounds.

FOREIGN RATES OF POSTAGE.

The rates of postage to all foreign countries and colonies (except Canada and Mexico) are as follows:

Letters, Postal Cards, Newspapers.

Letters, per 15 grams ($\frac{1}{2}$ ounce), 5 cents; single postal cards, each 2 cents; double postal cards, each 4 cents; newspaper and other printed matter, per two ounces, 1 cent.

Commercial Papers.

Packets not in excess of 10 ounces, 3 cents; packets in excess of 10 ounces, for each 2 ounces or fraction thereof, 1 cent.

Samples of Merchandise.

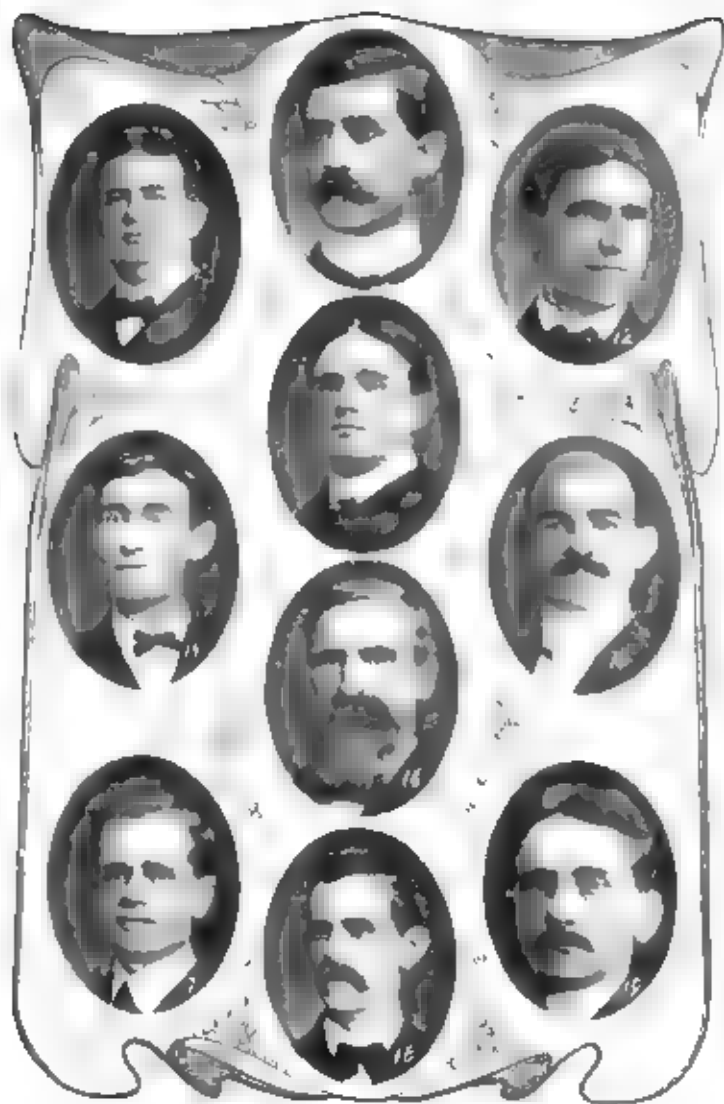
Packets not in excess of 4 ounces, 2 cents; packets in excess of 4 ounces, for each 2 ounces or fraction thereof, 1 cent.

Registration fee on letters or other articles, 8 cents.

Ordinary letters for any foreign country (except Canada and Mexico) must be forwarded, whether any postage is prepaid on them or not. All other mailable matter must be prepaid, at least partially.

Samples of articles composed of glass or other fragile substances must be packed so as to preclude the possibility of injury to postal employees or the correspondence, in case the article should break.

Domestic rates and conditions apply to all classes of mail addressed to Canada, Mexico, Cuba, Hawaii, Guam, Puerto Rico, Philippines and Tutuila.



GENERAL DELIVERY DIVISION.

Open from 7:00 A. M. to 7:30 P. M.

GEORGE W. MILLER, DAVID A. ASBURY, Clerks.

Mail matter may be delivered through a lock-box when addressed to the lessee of such box or in his care, to his employees, to any member of his family or firm, or to his temporary visitors or guests. Boxes will not be rented to persons using fictitious names, nor to persons engaged in unlawful pursuits.

Separate firms, or two or more persons not engaged in business, cannot secure mail through the same box.

The rent of lock-boxes and lock-drawers at the Terre Haute Postoffice are as follows:

Lock-boxes, \$1.00 per quarter

Lock-drawers, \$1.25 per quarter

Twenty cents additional will be required as a deposit for each key.

Persons applying for boxes after the beginning of any quarter will be charged proportionate rates, counting even quarters of the whole quarter. For instance: Beginning on October 1 and until October 24, the prices are as above; from October 24 to November 18, the prices would be one-fourth less, and so on to the end of each quarter year, beginning January 1, April 1, July 1, and October 1.

Blank applications furnished by the Superintendent of General Delivery, must be properly filled out and approved by the Postmaster before a box or drawer can be rented. No box can be assigned until paid for in advance.

RECORD DIVISION.

Office hours, from 8:00 A. M. to 6:00 P. M.

FLORA M. GULICK, Clerk.

All changes of address and forwarding requests should be reported to this division.

CITY DELIVERY DIVISION.

ALFRED L. LARR, Superintendent.

All complaints regarding carriers or irregularities in the mails should be filed here.

| | |
|-----------------------------|-------------|
| Edwin P. Westfall | Nixie Clerk |
| Chas. E. Hixon | Distributor |
| Benj. E. Wimer | |
| George W. Holland . | |

Carriers.

| | |
|-------------|---------------------|
| Route No. 1 | Philip Jacob |
| " 2 | Oliver T. Heas |
| " 3 | Frank Shirley |
| " 4 | Ferdinand Erue |
| " 5 | William C. Bledsoe |
| " 6 | William R. Apman |
| " 7 | John J. Rachel |
| " 8 | John T. Lewellyn |
| " 10 | Edward R. Clark |
| " 11 | Harvey M. Jackson |
| " 12 | William R. Avery |
| " 13 | Walter S. Elliott |
| " 14 | Adolph O. Hornung |
| " 16 | Alvah E. Mogle |
| " 16 | Louis D. Reinhard |
| " 17 | John R. Byers |
| " 18 | Benjamin F. Garwood |
| " 19 | Edwin C. Cline |
| " 20 | Harry M. Jackson |
| " 21 | William H. Kruzan |
| " 22 | Samuel A. Trodgdon |
| " 23 | Frederick L. Tyler |
| " 24 | John C. Owen |
| " 25 | George R. Blood |

Substitute Carriers.

| | |
|-------|--------------------|
| No. 1 | Robert H. Sweeny |
| " 2 | Oka J. Denehie |
| " 3 | William E. Hornung |

Hours of Delivery.

Carriers delivering in the business districts leave the office for their routes at 7:00 and 10:20 A. M., and 1:40 and 3:40 P. M.

Carriers delivering in the residence districts leave the office for their routes at 7:15 A. M. and 3:00 P. M.

Hours of Street Letter Box Collections.

DAVID H. SMITH, Mounted Collector.

The up-town district bounded on the west by the river on the east by Fourteenth street, on the North by the Vandalia railroad and on the south by Poplar street will be collected four times during each twenty four hours, as follows:

7:00 to 8:00 and 10:30 to 11:30 A. M., and 12:30 to 2:30 and 4:30 to 5:30 P. M.

All territory outside of these boundaries will be collected by the carriers on each delivery trip.

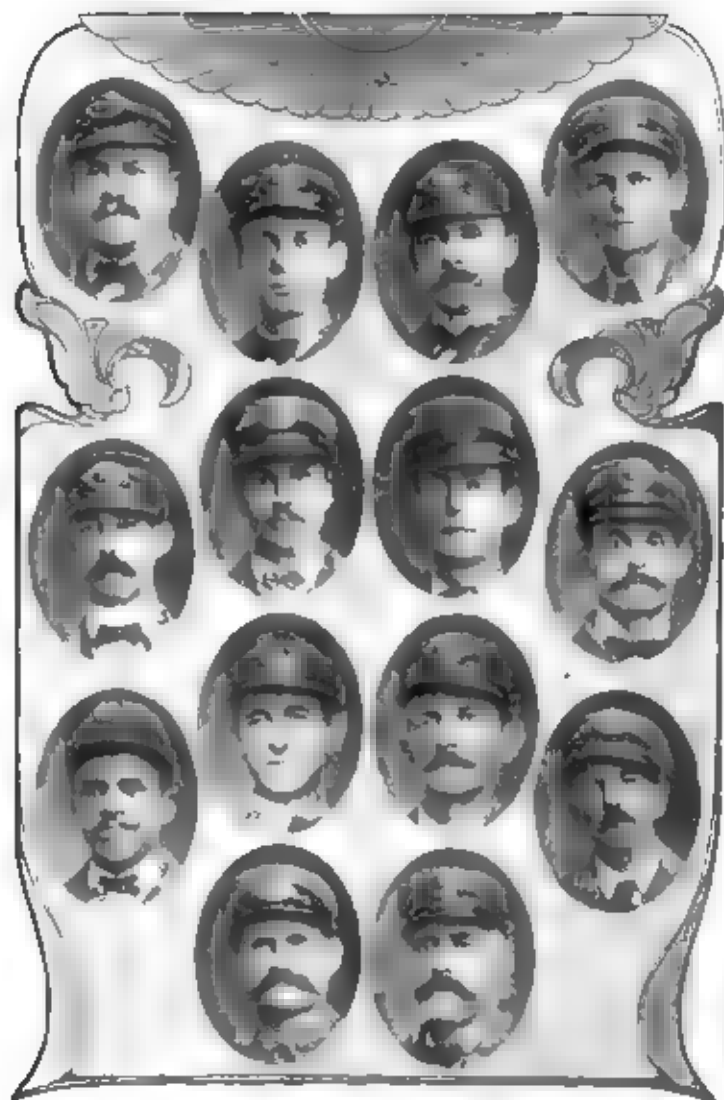
Special Delivery Division.

WILLIAM F. REED, FRANK M. RIDER, RALPH LEWELLEN, Messengers.

Special letters are delivered from the Postoffice anywhere within the carrier limits, between the hours of 7:00 A. M. and 11:00 P. M.

When the special delivery boy is unable to find the party at home or office, he must leave notice that a special delivery letter has been received for such person and return same to the Postoffice, noting on the back thereof the reason. Unless the letter is called for at the Inquiry Window, it will be taken for delivery by the carrier on his next trip.

Special letters may be delivered to members of the household or clerk in an office, who must sign his or her own name



MAILING DIVISION.

CHARLES R. FERGUSON, Superintendent.

FRED O. COLLINS, **GEORGE W. TIPTON**, **LEWIS B. WEBSTER**,

ALBERT W. LOTZE, Clerks.

This division has charge of the classification, distribution and dispatch of mails.

Schedule of Arrival and Departure of the Mails Handled by the Terre Haute Postoffice.

The time given in this schedule is the actual time that the mails arrive and depart from the office.

Closing of Mails.

MAILS CLOSE FOR THE EAST

Vandalia Line—12:40, 4:30, 7:25 A. M., 12:30, 1:10, 4:00 P. M.

Big Four—1:25, 4:40, 7:25 A. M., 2:00 P. M.

MAILS CLOSE FOR THE WEST

Vandalia Line—8:40 A. M., 2:30, 4:50, 6:15, 9:40 P. M.

Big Four—1:25, 9:30 A. M., 1:15, 8:40 P. M.

Terre Haute & Peoria—5:30 A. M.

MAILS CLOSE FOR THE NORTH

Terre Haute & Logansport—5:30 A. M., 12:30, 4:00 P. M.

Chicago & Eastern Illinois—3:40, 5:30, 10:50 A. M., 1:30, 12:00 P. M.

MAILS CLOSE FOR THE SOUTH

Evansville & Terre Haute—4:40 A. M., 8:30, 6:55, 11:00 P. M.

Evansville & Indianapolis—7:25 A. M., 4:00 P. M.

Southern Indiana—5:30 A. M., 4:50 P. M.

MAILS CLOSE FOR THE EAST OVER THE INTERURBAN ELECTRIC LINE.

6:50 A. M., 2:50 P. M.

Arrival of Mails.

MAILS ARRIVE FROM EAST

Vandalia Line—9:25, 10:30 A. M. , 2:40, 6:40, 7:10, 10:30 P. M.

Big Four—2:20, 10:15 A. M. , 2:05, 8:05, 9:40 P. M.

MAILS ARRIVE FROM THE WEST

Vandalia Line 1:30, 6:30, 8:15 A. M. 1-10, 2:05, 5:00 P. M.

Big Four—2:20, 6:40, 8:15 A. M. , 3:10 P. M.

Terre Haute & Peoria—8:30 P. M.

MAILS ARRIVE FROM THE NORTH

Terre Haute & Logansport—11:45 A. M. 5:40, 12:00 P. M.

Chicago & Eastern Illinois—8:00 A. M. 2:00, 5:40, 6:35,
12:00 P. M.

MAILS ARRIVE FROM THE SOUTH

Evansville & Terre Haute—4:35, 11:30 A. M. 4:40, 12:00
P. M.

Evansville & Indianapolis—10:20 A. M. , 2:10 P. M.

Southern Indiana—11:30 A. M. , 4:00, 10:30 P. M.

MAILS ARRIVE FROM THE EAST OVER THE INTERURBAN

ELECTRIC LINE.

11:00 A. M. , 5:00 P. M.

RURAL ROUTES OUT OF TERRE HAUTE POSTOFFICE.

Carriers.

Rural Route No 1—Wood McCoub.

" " 2—David M. Solomon.

" " 3—Richard Chronicki.

" " 4—Joseph Reynolds.

" " 5—Bernard Dickerson.

Carriers all leave the office for their routes at 7:00 A. M. and return to office after delivering and collecting all mail on their routes.

Description of Routes.

RURAL ROUTE NO. 1 Starts on First and Voorhees streets and goes west on Voorhees street to the Prairieton road then southwest to Clem and Curry road, then south to Tom Ryan road, then west to Prairieton and Honey Creek township line, then south to Linton and Prairieton township line then west on Hayworth road, then northwest through Prairieton to the River road, then north on River road to Postoffice

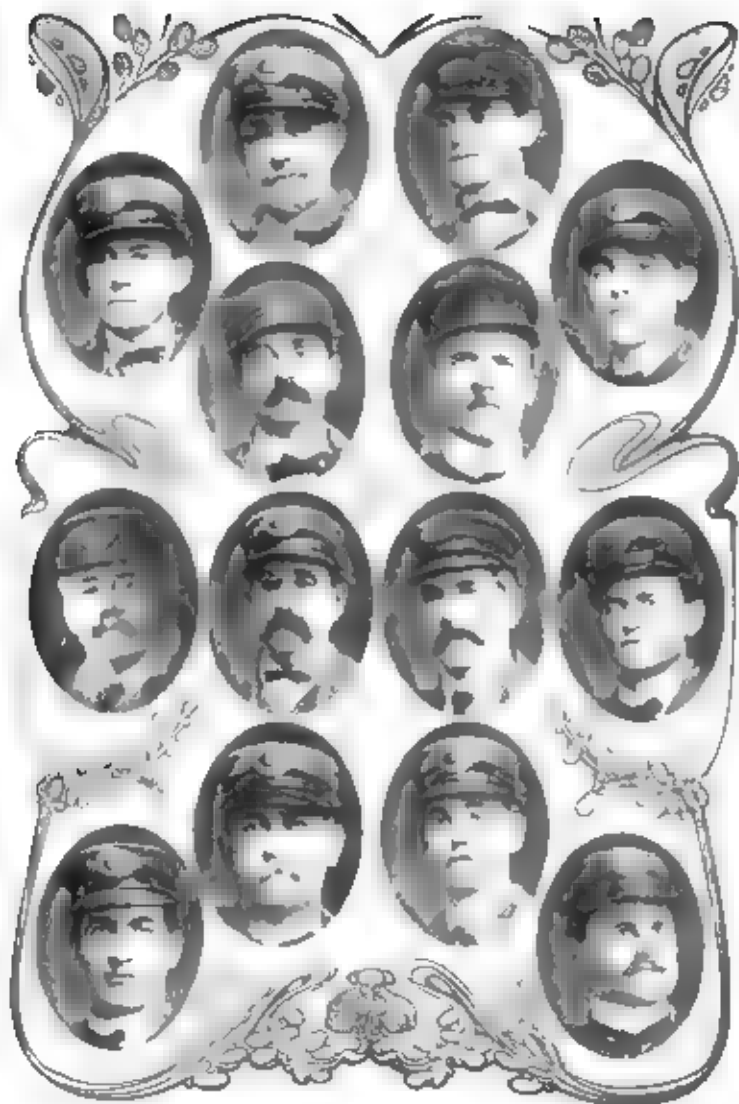
RURAL ROUTE NO. 2 Starts on Twenty-third and Poplar streets and goes east on Poplar street to Twenty-fifth street then south to township line, then east on township line road seven miles, then north to the Bloomington road, then west on Bloomington road to Postoffice

RURAL ROUTE NO. 3.—Starts on Voorhees and Seventh streets, goes south on Seventh street to Linton and Honey Creek township line, then west to Sullivan road, then north to No. 8 School House, then east one mile and double back to the school house, then north on Sullivan road to Postoffice

RURAL ROUTE NO. 4—Starts at Nineteenth and Hulman streets and goes south on Lockport road to Mount Pleasant church, then south until one mile south of Hampton church, then west one mile, then south one mile to Pierson township line, then west to Bono road, then north on Bono road through Youngstown, then east two miles, then north on Canal road to Postoffice

RURAL ROUTE NO. 5—Starts at Fair Ground on National road and goes east to County line then north one half mile to Eel River road, then west on Eel River and Fort Harrison roads to Fruit Ridge avenue, then south to Maple avenue then west to Twenty-fifth street, then north to Lafayette avenue, then southwest on Lafayette avenue to Postoffice

RURAL ROUTE NO. 6.—Starts at Nineteenth and Hulman streets, then east on Hulman to County line, then south on County line two miles to Moyer road, then west on Moyer road to Lockport road, then northwest on Lockport road to Fruit Ridge Avenue, then north on Fruit Ridge avenue to College street, then west to Postoffice.



BOARD OF CIVIL SERVICE EXAMINERS.**WILLIAM J. SHEPHERD, President.****GEORGE W. TIPTON, Secretary.****FRED O. COLLINS, Assistant Secretary.****WALTER S. ELLIOTT.**

Applications for examination for positions in the Postoffice, and information on the Civil Service, should be made to the Secretary or Assistant Secretary

INFORMATION FOR THE PUBLIC.

Postal cards, which have been spoiled by misdirection or other cause and which have not been cancelled, will be redeemed for three-fourths their face value payable in postage stamps, provided the cards are in whole condition.

Postage stamps are neither redeemable nor exchangeable for those of other denominations.

Stamped envelopes which have been spoiled by mistake or other cause and which have not been cancelled if in a whole condition, will be redeemed for the value of the postage on them, payable in stamps.

Mail matter deposited on the top of the letter boxes is not in custody of the Postoffice. It is of almost daily occurrence to receive packages which have been deposited in this manner with the stamps torn off the wrapper by dishonest persons.

From ten to twenty minutes are required to transfer the mails from the central office to the depots, therefore, mail should be in the central office not less than one-half hour before the departure of the trains, and as much earlier as possible.

It is of daily occurrence that letters intended for registration are received with the ordinary mail. Demand of your messengers the receipt of this office which is always given for matter that is presented at the registry window for registration. Otherwise your letter or parcel may not be registered.

When mail matter is returned to the sender for more postage or for better direction, care should be taken to erase the rubber stamp impression put on by the Postoffice before again placing

the article in the mail, or better still, a new envelope or wrapper should be used.

Letters for delivery in the United States, Canada or Mexico will be forwarded if one full rate of postage (2 cents) is paid, even if they be overweight. Letters to all other foreign countries will be forwarded without postage but upon their arrival at destination will be charged with double the unpaid postage, which must be paid by addressee before delivery.

Merchants and others desiring to mail circulars, catalogues and other mail matter in quantities of two thousand (2,000) or more pieces can secure the use of the United States mail sacks upon the condition that matter to be sent is separated by States according to addresses. This privilege can only be secured by calling at the Postoffice and signing a contract to be responsible for the return of the sacks.

PRECAUTIONS BEFORE MAILING.

See that the proper postage is paid

Have your letters and packages properly addressed

Have your card with a request to return upon the face of the envelope, so that in case of non-delivery it will be returned directly to you.

All letters and packages with valuable contents should be registered, as it is almost impossible to trace losses of ordinary mail matter.

More mail matter is improperly handled, delayed, and mis-sent because of imperfectly or carelessly written abbreviations of States than from all the other causes combined.

When addressing matter for delivery in the city the words "Terre Haute, Ind." should be used and not "City." This will prevent the matter going astray which has been inadvertently been sent out of the city.

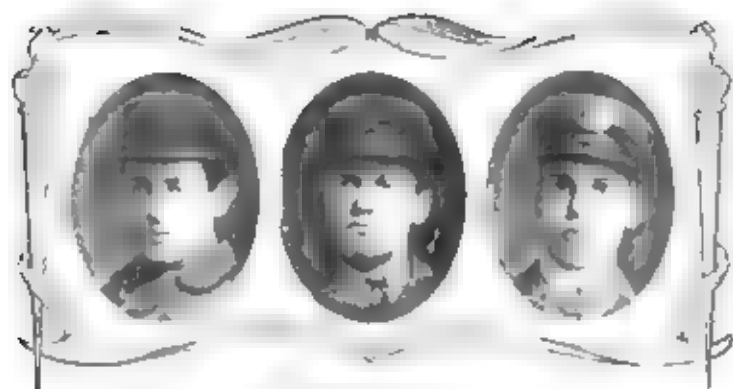
Persons mailing packages or parcels should not depend upon the scales in the corner grocery or nearest drug store to determine the proper amount of postage required, as only the scales in the Postoffice are relied upon to ascertain the correct weight.

DISPUTED MAIL.

When a firm or company dissolves partnership, and contention arises as to whom the mail matter addressed to the former business firm or company or its officials, shall be delivered, the postmaster being forbidden by one party to deliver to another, should require them to designate some third person to receive the mail retaining all matter until such person is selected and if no one is designated to take the mail from the Postoffice nor an agreement between the contending parties is reached before the expiration of thirty days from the date when the delivery ceased, the letters in dispute and all that may arrive thereafter until agreement is made or receiver for the mail appointed, shall be sent to the Dead Letter Office endorsed "In Dispute." If, however, such letters bear card requests for their return if not delivered within a certain time they shall be returned to the sender correct at the expiration of the time named, care being taken to mark all such letters "In Dispute."

UNMAILABLE ARTICLES.

| | |
|--------------------------------|----------------------------------|
| Alcohol and alcoholic liquors. | Fraudulent schemes |
| Ale | Fruits (liable to decomposition) |
| Animals (alive or dead) | Gasoline |
| Beer | Guano |
| Benzene | Indecent matter |
| Birds (alive or dead) | Inflammables. |
| Bugs (alive) | Insects (except queen bees) |
| Caps (gun, explosive) | Kerosene. |
| Cartridges. | Lime (not slack) |
| Cigar lighters, with caps. | Lottery matter |
| Defamatory matter. | Malt liquor |
| Explosives. | Matches. |
| Fertilizers. | Naphtha |
| Firearms (not detached) | Obscene matter |
| Firecrackers. | Poisons. |
| Fireworks. | Reptiles (alive or dead) |



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| | | | d | x | mz | S | y | f | s |
| A | x | t | p | a | yy | k | r | e | i |

LEGAL HOLIDAYS.

The Terre Haute Postoffice will observe the following holidays, upon which days the carriers will make but one delivery, leaving the office at 7:00 A. M.

The Registry, Money Order, Stamp and General Delivery departments will be open from 7:00 to 11:00 A. M.

January 1st, New Year's Day

February 22nd, Washington's Birthday

May 30th, Decoration Day

July 4th.

First Monday in September, Labor Day

Thanksgiving Day

Christmas.

SEASONABLE SUGGESTIONS.

Points Over Which People Who Patronize the Postoffice May Profitably Ponder.

Always write the addresses in the plainest possible manner, beginning as near the middle of the envelope as possible.

Don't lick the gum all off the stamp and then wonder why it doesn't stick.

Ordinary letters or circulars should have the stamp at the upper right-hand corner. This facilitates the process of canceling the stamps by machines, and will help to get the mail out on time.

Letters containing jewelry or other hard substances, should have the stamp on the upper left-hand corner, or be placed in a large envelope or box, the stamp on which must be canceled by hand.

Don't fail to write or print your name and address upon every piece of mail. In case of error in postage the article can be im-

mediately returned for correction. Scores of newspapers are destroyed daily because of a lack of sufficient postage.

Second, third and fourth-class matter in one package subjects such package to the fourth-class rate—one cent per ounce.

The law requires full prepayment on all matter of the second, third or fourth class, and such matter cannot be forwarded without additional postage every time it is ordered forwarded.

Domestic letters must have at least one full rate—two cents—before they can be forwarded. Postage due will be collected from the person addressed.

Don't try to save a few cents by sending valuables or money in an ordinary letter. Money orders and registry fees are low and you run no risk.

Always insist upon your correspondent addressing you at your street number, box or general delivery. It will save time and annoyance to you.

Don't telephone the Postoffice and ask if there is any mail there for you, it will be delivered on the first trip after arrival, and if addressed in care of General Delivery, you must call at the office for it.

Don't hold your mail until the closing of business, but mail it at frequent intervals during the day.

Letters addressed to you at "Terre Haute, Ind." must be looked up in the Postoffice Directory. If there are others of your name you may never receive your letter.

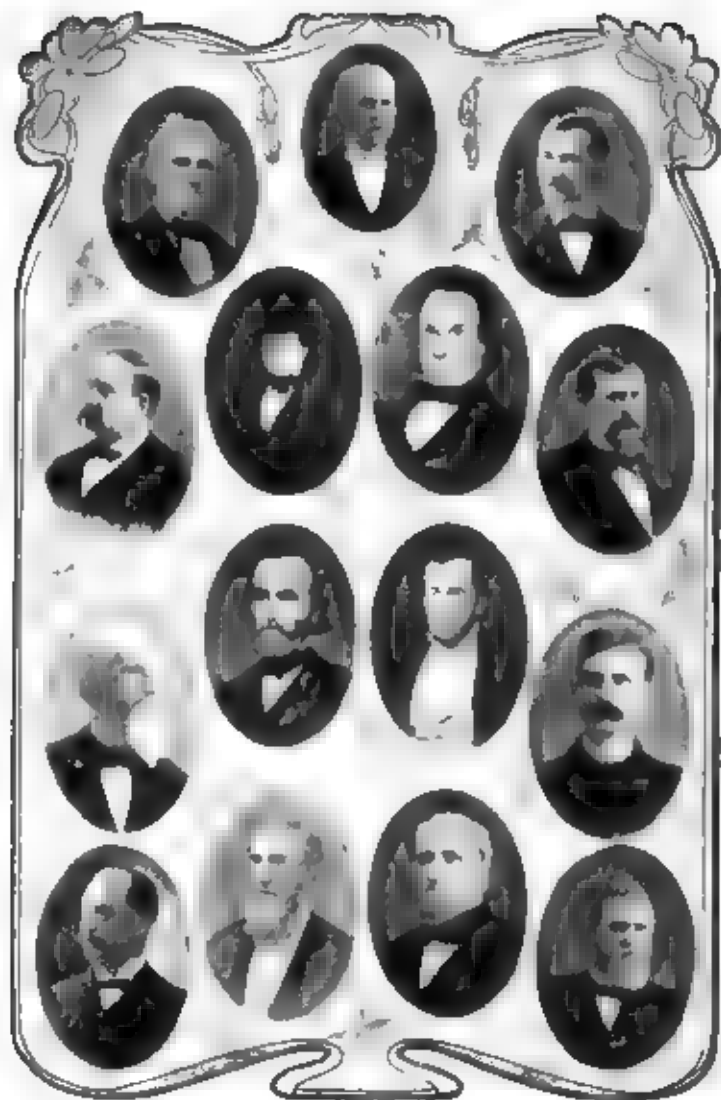
Don't deposit valuable letters in street letter boxes. Better take them direct to the Postoffice.

A special delivery stamp, in addition to the regular postage, will secure the speedy delivery of any mailable package anywhere in the carrier limits.

Don't mail your letter in a street box after the last collection for the day and expect it to be delivered the next morning.

Because no mistakes were ever made in your mail in your native village is no reason why you should be just as "well known" in a big city.

Don't change your residence without immediately notifying



WILLIAM M. A. & Co. 1881

**FORMER POSTMASTERS OF TERRE HAUTE,
AND DATE OF THEIR APPOINTMENTS.**

| | | | |
|-----------------------------|-------------------------------|----------------------------|----------------------------|
| JOHN M. COLEMAN, 1818. | EDWARD B. ALLEN, 1866. | NICHOLAS FILEBCK, 1873. | |
| FRANK E. BENJAMIN, 1897. | JAMES T. MOFFATT, 1849. | JOHN F. CROFT, 1828. | DAVID C. GREENER, 1889. |
| JOSEPH O. JONES, 1839. | BURWELL N. CORNWELL, 1856. | STEPHEN G. DODGE, 1843. | ALLAN H. DONHAM, 1893. |
| JOHN P. REGAN, 1883. | GEORGE B. GRAFF, 1838. | HERA READ, 1866. | LINUS A. BURNETT, 1869. |

the Postoffice, either through the carrier or direct. Better give notice the day before rather than the day after.

Don't address your invitation "Miss Brown, South Sixth St." or "Miss Smith, Maple Ave." They may be well known in your set, but "there are others!" and invitations bearing a one-cent stamp are not looked up in the city directory.

If you wish your letter to catch the 10 o'clock train, don't wait until half-past nine to deposit it in the office. It takes time to cancel stamps, sort letters and tie them out for their destination. Better be an hour ahead than a minute late.

Some inventive genius, without consulting the Postoffice clerks, devised a new way of addressing letters, thus:

NEW ORLEANS, LA.
MISS KATHRYN KILLGORE,
202 East Street.

The old way facilitates the work of assorting mail, as Post-office people have been accustomed to look for the destination at lower portion of the envelope, thus:

MRS. THEODORE ROOSEVELT,
WHITE HOUSE,
Washington, D. C.

Stamps are not redeemable, nor can they be exchanged for those of other denominations. A spoiled stamped envelope may be exchanged for a stamp of the same denomination, provided such envelope has not been used.

Stamps cut from stamped envelopes or newspaper wrappers are not redeemable or good for postage; neither are revenue stamps.

Co-operation on the part of business men will materially aid in the dispatch of mail matter. A great many merchants send a wagon load of mail to the Postoffice in the evening, thus congesting the service, when, if mailed in smaller quantities during the day, it might be more speedily dispatched.

The business man who will dispatch his mail from his office at different times during the day will find that it will be delivered in many cases twenty to twenty-four hours ahead of his less enterprising rivals, who wait until late in the evening and then bring all their mail at once.

It is wonderful how many people violate the law by writing in newspapers. Such matter is constantly examined and always detained. The addressee usually has to send five times the amount of letter postage in order to receive such "letters" (?)

Blue envelopes and white ink may be very swell, but mailed at night they can scarcely be deciphered by the clerks. Plain black ink and white envelopes are always the best (for Post-office clerks.)

An ordinary ten-cent postage stamp, or its equivalent in postage stamps of other denominations, affixed to a letter, will not entitle it to special delivery.

The placing of eight cents in stamps, in addition to the regular postage, on a package does not register it. All matter must be presented at the Registry office, so that it may be entered and a receipt given therefor.

Persons mailing packages or parcels should not depend upon the scales in the corner grocery or nearest drug store to determine the proper amount of postage required, as only the scales in the Postoffice are relied upon to ascertain the correct weight.

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